



# Louisiana State Police Retirement System

November 13, 2018

Ms. Shelley Sebastian  
Hand Delivered

Dear Ms. Sebastian:

In a recent conversation that you and I had on Friday, November 2, 2018, you indicated you had a headache and you had taken a muscle relaxer. Out of concern for you I inquired whether you should be driving. This, coupled with recent events in the office, has caused me great concern for you and for the smooth operation of the office as a whole.

I would like to take this opportunity to remind you of LSPRS Drug Policy (copy attached) and note that as of this date we have not received the required (by policy) notice from you of any "controlled dangerous substances" that you may have been prescribed. I would point you to the Office Policy and Procedure page 13 and 14. If you have been prescribed "controlled dangerous substances", and have failed to provide to us notification of these medicines and a doctor's note assuring us that you could still carry on the duties of your position, this is a direct violation of the policy, a copy of which was given to you to review and that you signed indicating you understood the policy (copy of your signed statement is attached). We request immediately from you the following:

- 1) Copy of all prescriptions you have currently for any controlled dangerous substances as this term is defined by federal law (your personal physician will know whether your prescriptions fit this category); and
- 2) If this is the case, LSPRS has not received documentation from a physician certifying that the controlled dangerous substance in the prescribed dosage will not impair the employee's ability to perform his or her duties.

In addition, LSPRS has reasonable suspicion that you have been reporting to this office under the influence of drugs in violation of our Drug Policy. You are instructed immediately, this morning, to submit to an on-site drug-testing. Your failure to so report will be grounds for termination of your employment.

Sincerely,

Kimberly A. Gann  
Assistant Director